

Government of the U.S. Virgin Island
Department of Licensing and Consumer Affairs (DLCA)
Public Access User Guide

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Online Virgin Islands Public Access User Guide

Existing Users

1. Enter your email address.
2. Enter your Password.
3. Click on the '**Login using our Secure Server**' button.

Note: Depending on your Browser Version, the screens may display different.



The screenshot shows the top banner of the DLCA website with the logo and tagline. Below is a 'User Information' section with two columns. The left column is for 'Existing User' and contains fields for 'Email Address' and 'Password', both with red asterisks indicating required fields. A blue link 'Forgot Your Password?' is positioned below the password field. A yellow button labeled 'Login using our Secure Server' is centered below these fields. The right column is for 'New User' and contains a blue link 'Click here to Register >>'. At the bottom of the form area are links for 'About DLCA' and 'Help', and a copyright notice for 2010.

Government of the U.S. Virgin Islands
Department of Licensing and Consumer Affairs (DLCA)
"Serving Businesses and Assisting, Educating & Protecting Consumers"

User Guide

User Information

Existing User

Email Address: *

Password: *

[Forgot Your Password?](#)

[Login using our Secure Server](#)

[About DLCA](#) | [Help](#)

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Forgot Password

1. Click on '**Forgot Your Password**'.



This screenshot is identical to the one above, but with a red arrow pointing to the blue link 'Forgot Your Password?' in the 'Existing User' section.

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Department of Licensing and Consumer Affairs (DLCA)
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User Guide

User Information

Existing User

Email Address: *

Password: *

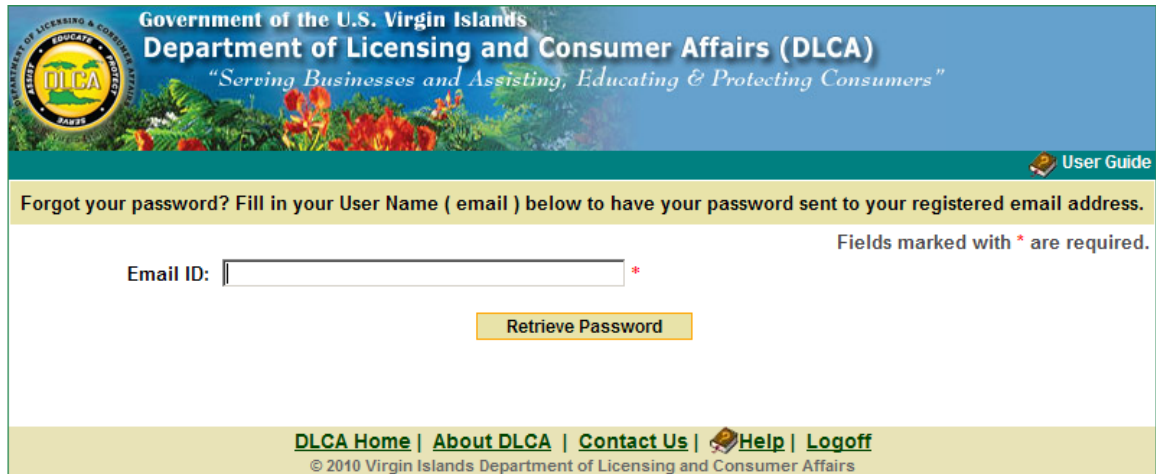
[Forgot Your Password?](#)

[Login using our Secure Server](#)

[About DLCA](#) | [Help](#)

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2. Enter your Email ID and click on the **‘Retrieve Password’** button.



The screenshot shows the top banner of the Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA). The banner includes the DLCA logo, the department name, and the tagline "Serving Businesses and Assisting, Educating & Protecting Consumers". Below the banner is a "User Guide" link. The main content area has a yellow background with the text "Forgot your password? Fill in your User Name (email) below to have your password sent to your registered email address." and a note "Fields marked with * are required." Below this is a text input field for "Email ID:" with a red asterisk to its right. A "Retrieve Password" button is centered below the input field. The footer contains links for "DLCA Home", "About DLCA", "Contact Us", "Help", and "Logoff", along with a copyright notice for 2010.

Government of the U.S. Virgin Islands
Department of Licensing and Consumer Affairs (DLCA)
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[User Guide](#)

Forgot your password? Fill in your User Name (email) below to have your password sent to your registered email address.

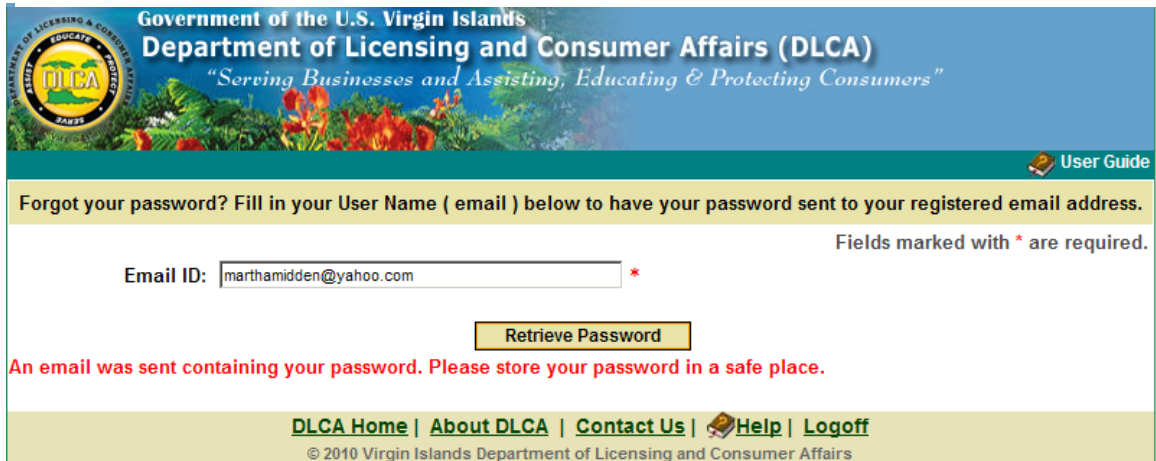
Fields marked with * are required.

Email ID: *

[Retrieve Password](#)

[DLCA Home](#) | [About DLCA](#) | [Contact Us](#) | [Help](#) | [Logoff](#)
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3. The confirmation page will display:



This screenshot shows the same DLCA banner and navigation links as the previous one. The main content area now displays the email address "marthamidden@yahoo.com" in the "Email ID:" field. The "Retrieve Password" button is still present. Below the button, a red message states: "An email was sent containing your password. Please store your password in a safe place." The footer remains the same.

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Department of Licensing and Consumer Affairs (DLCA)
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[User Guide](#)

Forgot your password? Fill in your User Name (email) below to have your password sent to your registered email address.

Fields marked with * are required.

Email ID: *

[Retrieve Password](#)

An email was sent containing your password. Please store your password in a safe place.

[DLCA Home](#) | [About DLCA](#) | [Contact Us](#) | [Help](#) | [Logoff](#)
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New User Registration

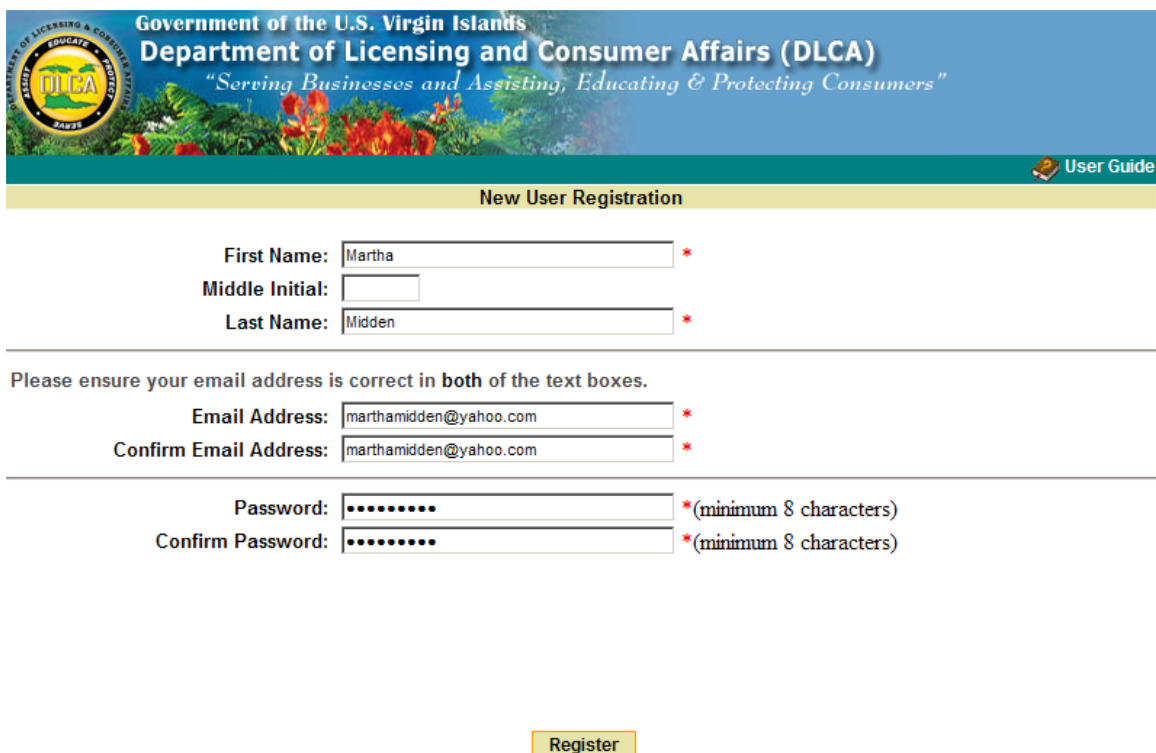
1. Click on 'Click here to Register >>>'

- **Note:** If you have already created an user account login using a previously created email address and password, you will not be able to create another account using the same email address.
- Fields marked with (*) are required.



The screenshot shows the 'User Information' section of the DLCA website. It features a header with the DLCA logo and the text 'Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA)'. Below the header, there are two main sections: 'Existing User' and 'New User'. The 'Existing User' section has fields for 'Email Address' and 'Password', both marked with an asterisk (*). A red arrow points from the 'New User' section to the 'Click here to Register >>' link. The 'New User' section has a link 'Click here to Register >>'. At the bottom, there is a 'Login using our Secure Server' button and a footer with 'About DLCA | Help' and '© 2010 Virgin Islands Department of Licensing and Consumer Affairs'.

2. Enter your new user registration information and click on the 'Register' button.



The screenshot shows the 'New User Registration' section of the DLCA website. It features a header with the DLCA logo and the text 'Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA)'. Below the header, there is a 'New User Registration' section. It contains fields for 'First Name', 'Middle Initial', and 'Last Name', all marked with an asterisk (*). Below these fields, there is a note: 'Please ensure your email address is correct in both of the text boxes.' This is followed by 'Email Address' and 'Confirm Email Address' fields, both marked with an asterisk (*). Below these, there are 'Password' and 'Confirm Password' fields, both marked with an asterisk (*) and a note '(minimum 8 characters)'. At the bottom, there is a 'Register' button.

3. New User Registration Confirmation Screen will display:




4. Click on the 'Continue' button.

5. The Home page screen will display:



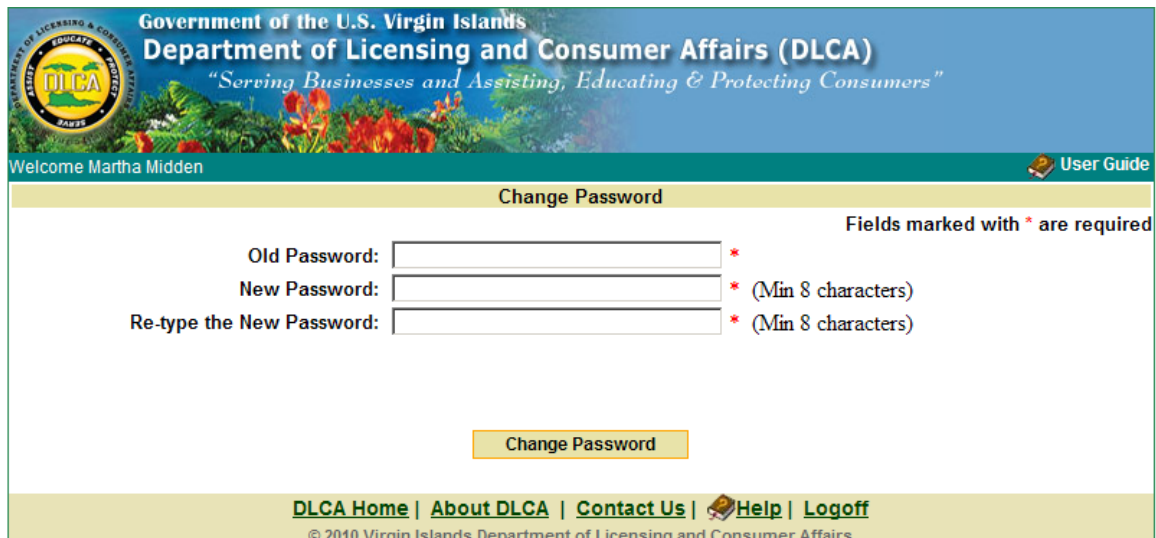
Change Password

1. Click on '**Change Your Password.**'



The screenshot shows the DLCA Home page. At the top, there is a banner with the DLCA logo and the text "Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA) 'Serving Businesses and Assisting, Educating & Protecting Consumers'". Below the banner, a green bar says "Welcome Martha Midden" and "User Guide". The main content area has a heading "What Would You Like To Do?" with four links: "Change Your Password", "Update User Registration Information", "Apply for New License", and "Associate Existing Business". Below this is a section "Your License Application History" with three sub-sections: "Incomplete Applications", "Submitted Applications", and "Existing Licenses". At the bottom, there is a footer with links "DLCA Home", "About DLCA", "Contact Us", "Help", and "Logoff", and a copyright notice "© 2010 Virgin Islands Department of Licensing and Consumer Affairs".

2. Change Password screen is displayed:



The screenshot shows the "Change Password" screen. At the top, there is a banner with the DLCA logo and the text "Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA) 'Serving Businesses and Assisting, Educating & Protecting Consumers'". Below the banner, a green bar says "Welcome Martha Midden" and "User Guide". The main content area has a heading "Change Password" and a note "Fields marked with * are required". There are three input fields: "Old Password:", "New Password:", and "Re-type the New Password:". Each field has a red asterisk to its right. Below the input fields is a button labeled "Change Password". At the bottom, there is a footer with links "DLCA Home", "About DLCA", "Contact Us", "Help", and "Logoff", and a copyright notice "© 2010 Virgin Islands Department of Licensing and Consumer Affairs".

3. Enter required fields information and click on the '**Change Your Password**' button.

The screenshot shows the 'Change Password' form on the DLCA website. The header includes the DLCA logo and the text 'Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA)'. Below the header, it says 'Welcome Martha Midden' and 'User Guide'. The form title is 'Change Password'. A note states 'Fields marked with * are required'. The form contains three input fields: 'Old Password:', 'New Password:', and 'Re-type the New Password:'. Each field has a red asterisk to its right. To the right of the 'New Password:' and 'Re-type the New Password:' fields, there are additional requirements: '(Min 8 characters)' for both. Below the input fields is a 'Change Password' button. The footer contains links for 'DLCA Home', 'About DLCA', 'Contact Us', 'Help', and 'Logoff', along with the copyright notice '© 2010 Virgin Islands Department of Licensing and Consumer Affairs'.

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Welcome Martha Midden [User Guide](#)

Change Password

Fields marked with * are required

Old Password: *

New Password: * (Min 8 characters)

Re-type the New Password: * (Min 8 characters)

[Change Password](#)

[DLCA Home](#) | [About DLCA](#) | [Contact Us](#) | [Help](#) | [Logoff](#)
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4. Password successfully screen will display:

The screenshot shows the 'Thank You' screen on the DLCA website. The header is identical to the previous screen. Below the header, it says 'Thank You.' and 'Your Password changed successfully. Please Sign in again by clicking on [Login](#)'. The footer contains the same links and copyright notice as the previous screen.

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Department of Licensing and Consumer Affairs (DLCA)
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[User Guide](#)

Thank You.

Your Password changed successfully. Please Sign in again by clicking on [Login](#)

[DLCA Home](#) | [About DLCA](#) | [Contact Us](#) | [Help](#) | [Logoff](#)
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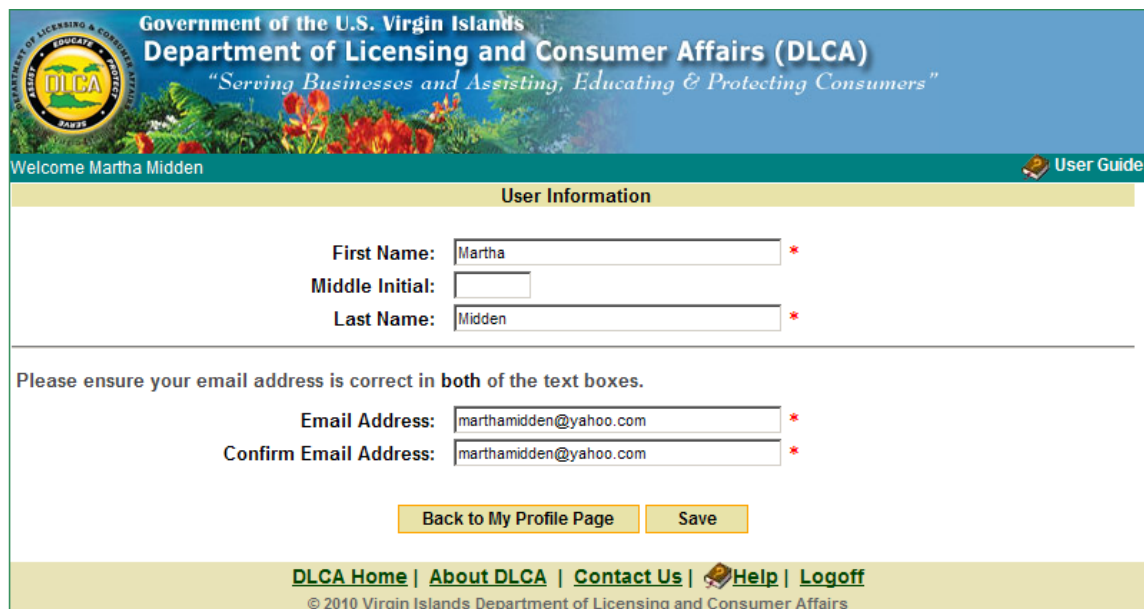
Update User Registration Information

1. Click on '**Update User Registration Information.**'



The screenshot shows the user dashboard for Martha Midden. At the top, the header includes the DLCA logo and the text "Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA) 'Serving Businesses and Assisting, Educating & Protecting Consumers'". Below the header, a green bar says "Welcome Martha Midden" and "User Guide". The main content area is titled "What Would You Like To Do?" and contains two columns of links. The left column has "Change Your Password" and "Apply for New License". The right column has "Update User Registration Information" (which is highlighted with a mouse cursor) and "Associate Existing Business". Below this, a section titled "Your License Application History" contains three sub-sections: "Incomplete Applications" (with a note that these are online applications not yet submitted), "Submitted Applications" (with a note that these are all submitted online applications), and "Existing Licenses" (with a note that these are all approved online applications). At the bottom, there is a footer with links for "DLCA Home", "About DLCA", "Contact Us", "Help", and "Logoff", along with a copyright notice for 2010.

2. User Information screen is displayed:

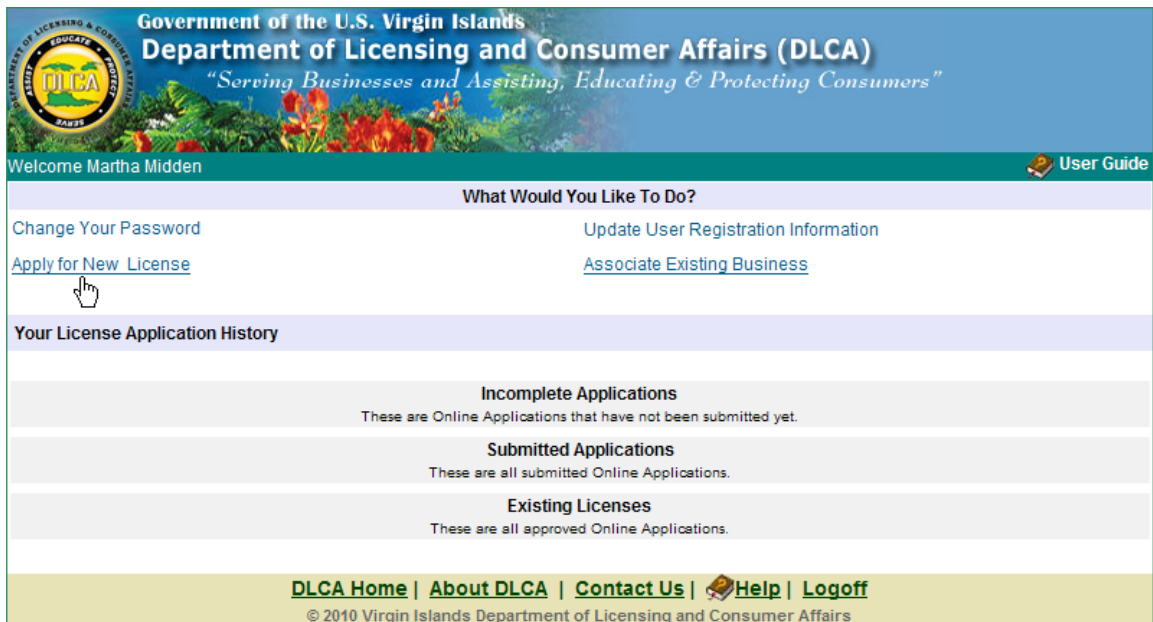


The screenshot shows the "User Information" screen. The header is the same as the previous screenshot. Below the header, a green bar says "Welcome Martha Midden" and "User Guide". The main content area is titled "User Information" and contains several form fields. The first three fields are "First Name:" (with the value "Martha"), "Middle Initial:" (empty), and "Last Name:" (with the value "Midden"). Each of these fields has a red asterisk to its right. Below these fields, a message says "Please ensure your email address is correct in both of the text boxes." The next two fields are "Email Address:" (with the value "marthamidden@yahoo.com") and "Confirm Email Address:" (with the value "marthamidden@yahoo.com"). Each of these fields also has a red asterisk to its right. At the bottom of the form, there are two buttons: "Back to My Profile Page" and "Save". The footer is the same as the previous screenshot.

3. Update your user information and click on the '**Save**' button.
4. Click on the '**Back to My Profile Page**' button.

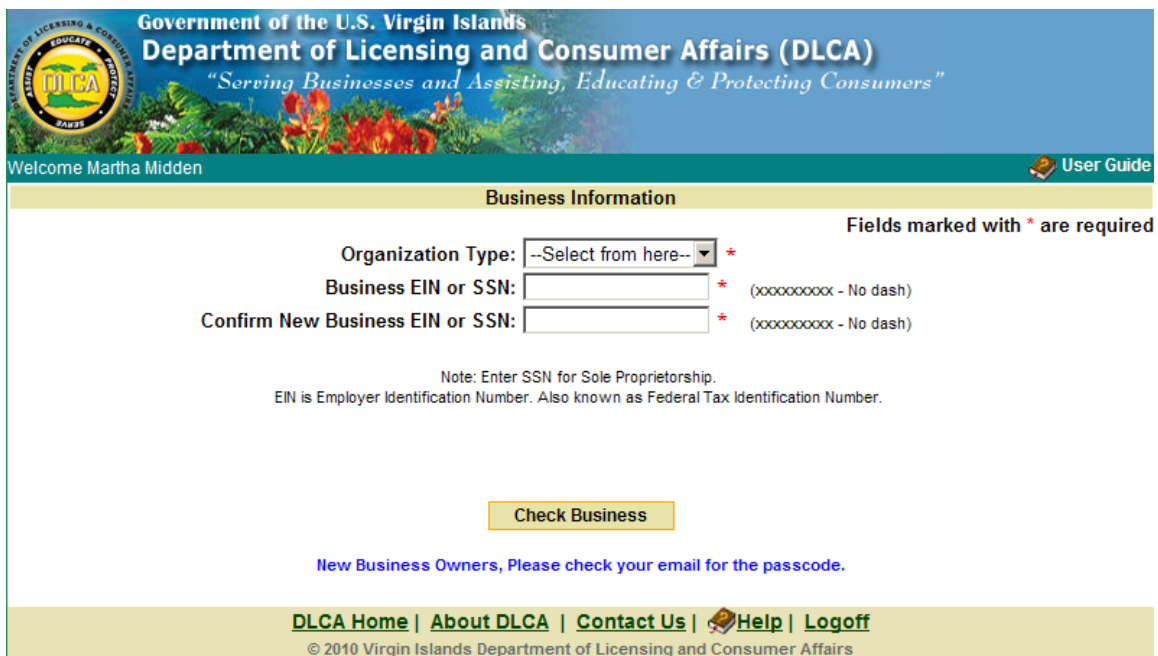
Apply for New License

1. Click on 'Apply for New License.'



The screenshot shows the DLCA Home page. At the top, the header includes the DLCA logo and the text "Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA) 'Serving Businesses and Assisting, Educating & Protecting Consumers'". Below the header, a green bar displays "Welcome Martha Midden" and a "User Guide" link. The main content area is titled "What Would You Like To Do?" and contains two columns of links: "Change Your Password", "Apply for New License" (highlighted with a mouse cursor), "Update User Registration Information", and "Associate Existing Business". Below this, a section titled "Your License Application History" lists "Incomplete Applications", "Submitted Applications", and "Existing Licenses". The footer contains navigation links: "DLCA Home", "About DLCA", "Contact Us", "Help", and "Logoff", along with the copyright notice "© 2010 Virgin Islands Department of Licensing and Consumer Affairs".

2. Business Information screen will display:



The screenshot shows the "Business Information" screen. The header is identical to the previous page. Below the header, a green bar displays "Welcome Martha Midden" and a "User Guide" link. The main content area is titled "Business Information" and contains a form with the following fields: "Organization Type" (a dropdown menu with "--Select from here--"), "Business EIN or SSN" (a text box), and "Confirm New Business EIN or SSN" (a text box). All three fields are marked with a red asterisk (*). To the right of the form, a note states "Fields marked with * are required". Below the form, a note reads "Note: Enter SSN for Sole Proprietorship. EIN is Employer Identification Number. Also known as Federal Tax Identification Number." A yellow "Check Business" button is located below the form. Below the button, a message states "New Business Owners, Please check your email for the passcode." The footer contains navigation links: "DLCA Home", "About DLCA", "Contact Us", "Help", and "Logoff", along with the copyright notice "© 2010 Virgin Islands Department of Licensing and Consumer Affairs".

3. Select Organization Type from the drop down list.
4. Enter EIN or Social Security Number.

5. Confirm EIN or Social Security Number.
6. Click on the '**Check Business**' button.

- **Notes:**

- If the business exists in the system, the login user will see the information in the **Business tab screen** after clicking on the '**Check Business**' button.
- If the business does not exist in the system, a blank screen will be displayed in the **Business tab** after clicking on the '**Check Business**' button.
- If the login user does not own the business, and the business exists in the system, the login user will need to click on '**Associate Existing Business**' link. **See page 22 for 'Associate Existing Business.'**

Business Tab

1. Enter required fields (*) information.
2. To **add** a Trade Name/DBA enter the name and click on the **'Save DBA'** button.
3. To **delete** or **edit** a Trade Name/DBA click on the **'Edit'** or **'Delete'** button.
4. Click on the **'Save & Go Next'** button.

- **Note:** If the business **does not have** a Virgin Islands address click on:

☒ **I do not have a Virgin Islands address. I am applying for Board Certification License(s) only.**

The screenshot shows a web form with tabs: User Info, Business, Individual(s), Tax Info, Location, License Type, Payment, and Review. The 'Business' tab is active.

Business Information

Organization Type: Corporation
Business Name: L & A Imports
Business Phone: (555) 547-5300
Business EIN: xxx-xx-3963
Contact First Name: Martha
Last Name: Midden
Phone #: (555) 547-5300
Email: marthamidden@yahoo.com
Fax: (555) 547-5000

DBA Information

Trade Name/DBA: [Empty field] **Save DBA** New DBA record Successfully Inserted

DBA Name

Wheeler Enterprises **Edit** **Delete**

Address

☐ I do not have a Virgin Islands address. I am applying for Board Certification License(s) only.

Business Address

Select Address from dropdown or Enter new Address

--Select from here--
Street1: 458 Paradise Road
Street2:
City: Frederiksted
State: Virgin Islands (US) Zip: 00458
Island: --Select from here--
Country: US Virgin Island

Mailing Address ☒ Same as Business Address

Select Address from dropdown or Enter new Address

--Select from here--
Street1: 458 Paradise Road
Street2:
City: Frederiksted
State: Virgin Islands (US) Zip: 00458
Island: --Select from here--
Country: US Virgin Island

Save & Go Next >>

- **Note:** To go back to a previous tab, click on that tab.

Individual(s) Tab

1. Enter required fields (*) information.
2. Click on the **'Next'** button to save the record.

- **Note:** Clicking on the **'Reset'** button will clear the form before saving it.

User Info	Business	Individual(s)	Tax Info	Location	License Type	Payment	Review
Person Information							
Corporation Information							
First Name:		Martha *	Position/Title:		President *		
Last Name:		Midden *	Place of Birth:		USA		
Date of Birth (mm/dd/yyyy):		10/09/1969 *	Soc. Sec. No:		222222222 *	(xxxxxxxx - No dash)	
Corporation Address							
<input type="checkbox"/> I do not have a Virgin Islands address. I am applying for Board Certification License(s) only.							
Physical Address				Mailing Address <input checked="" type="checkbox"/> Same as Physical Address			
Select Address from dropdown or Enter new Address				Select Address from dropdown or Enter new Address			
--Select from here--				--Select from here--			
Street1:		2077 Salmon Isle *	Street1:		2077 Salmon Isle *		
Street2:			Street2:				
City:		West Palm Beach *	City:		West Palm Beach *		
State:		Florida *	State:		Florida *		
Zip:		33405 *	Zip:		33405 *		
Country:		United States *	Country:		United States *		
Country of Citizenship:				USA *			
Have you ever been convicted of a felony or crime involving moral turpitude?				<input type="radio"/> Yes <input checked="" type="radio"/> No			
If YES, explain the nature of the crime, date of conviction, and place of conviction:							
Reset				Next			

3. To **edit** or **delete** an individual(s) information click the **individual(s) tab** and click on the **'Edit'** or **'Delete'** button.

4. Click on the **'Next'** button to save the record.

Person Information

S Corp List	
Name	Date of Birth
Martha Midden	10/09/1969

S Corp Information

First Name: * Position/Title: *

Last Name: * Place of Birth:

Date of Birth (mm/dd/yyyy): * Soc. Sec. No: * (xxxxxxxx - No dash)

Address

☐ I do not have a Virgin Islands address. I am applying for Board Certification License(s) only.

Physical Address

Select Address from dropdown or Enter new Address

--Select from here--

Street1: *

Street2:

City: *

State: * Zip: *

Country: *

Mailing Address ☐ Same as Physical Address

Select Address from dropdown or Enter new Address

--Select from here--

Street1: *

Street2:

City: *

State: * Zip: *

Country: *

Country of Citizenship: *

Have you ever been convicted of a felony or crime involving moral turpitude? ☐ Yes ☒ No

If YES, explain the nature of the crime, date of conviction, and place of conviction:

- **Note:** To go back to a previous tab, click on that tab.

Tax Info Tab

1. Select whether or not gross receipts taxes has been filed with the Bureau of Internal Revenue:

User Info	Business	Individual(s)	Tax Info	Location	License Type	Payment	Review
Tax Information							
Tax Information							
I hereby certify under penalty of perjury that:							
<ul style="list-style-type: none">• This entity has not filed gross receipts taxes returns with the Bureau of Internal Revenue during the past year.							
OR							
<ul style="list-style-type: none">• This entity has filed gross receipts taxes returns with the Bureau of Internal Revenue and that the filing reflected that the gross receipts during the past year were:							
<ul style="list-style-type: none"><input type="radio"/> LESS than \$150,000 per year<input type="radio"/> \$150,000 or more per year							
Are you a resident outside the Virgin Islands and most recently filed Federal taxes elsewhere? <input type="radio"/> Yes <input type="radio"/> No							
Save & Go Next >>							

2. Are you a resident outside the Virgin Islands and most recently filed Federal taxes elsewhere?

- If “**Yes**” was selected, click on ‘**Download Affidavit Form**’ to download the form. Submit or fax to the respective address or fax number.
- Click the ‘**Save & Go Next**’ button.

User Info	Business	Individual(s)	Tax Info	Location	License Type	Payment	Review
Tax Information							
Tax Information							
I hereby certify under penalty of perjury that:							
<ul style="list-style-type: none">• This entity has not filed gross receipts taxes returns with the Bureau of Internal Revenue during the past year.							
OR							
<ul style="list-style-type: none">• This entity has filed gross receipts taxes returns with the Bureau of Internal Revenue and that the filing reflected that the gross receipts during the past year were:							
<ul style="list-style-type: none"><input checked="" type="radio"/> LESS than \$150,000 per year<input type="radio"/> \$150,000 or more per year							
Are you a resident outside the Virgin Islands and most recently filed Federal taxes elsewhere? <input checked="" type="radio"/> Yes <input type="radio"/> No							
Please download the Affidavit form by clicking Download Affidavit Form							
Please submit your filled in affidavit form to the respective address or fax them to the number shown below.							
Department of Licensing and Consumer Affairs Golden Rock Shopping Center 3000 Estate Golden Rock, Suite 9 St. Croix, VI 00820-4311 Telephone: 340-773-2226 Fax : 340-773-6982			Department of Licensing and Consumer Affairs Administrative Complex "The Battery" St. John, VI 00830 Telephone: 340-693-8036 Fax : 340-776-6989			Department of Licensing and Consumer Affairs Property and Procurement Building 8201 Subbase, Suite 1 St. Thomas, VI 00802-5826 Telephone: 340-774-3130 Fax : 340-776-8303	
Save & Go Next >>							

- If “No” was selected, please indicate tax forms that you use:

User Info	Business	Individual(s)	Tax Info	Location	License Type	Payment	Review
Tax Information							
Tax Information							
I hereby certify under penalty of perjury that:							
<ul style="list-style-type: none"> • This entity has not filed gross receipts taxes returns with the Bureau of Internal Revenue during the past year. 							
OR							
<ul style="list-style-type: none"> • This entity has filed gross receipts taxes returns with the Bureau of Internal Revenue and that the filing reflected that the gross receipts during the past year were: <ul style="list-style-type: none"> ◦ <input type="radio"/> LESS than \$150,000 per year ◦ <input type="radio"/> \$150,000 or more per year 							
Are you a resident outside the Virgin Islands and most recently filed Federal taxes elsewhere? <input type="radio"/> Yes <input checked="" type="radio"/> No							
Fill out A and B if applicable:							
A. Please indicate tax forms that you use:							
<input type="checkbox"/> 1040 <input type="checkbox"/> 1120 <input type="checkbox"/> 941VI <input type="checkbox"/> 720VI <input type="checkbox"/> 722VI <input type="checkbox"/> 1065 <input type="checkbox"/> 1120S <input type="checkbox"/> 720B-VI							
B. Other - list <input type="text"/>							
Save & Go Next >>							

- Click on the ‘**Save & Go Next**’ button.
- **Note:** To go back to a previous tab, click on that tab.

Location Tab

1. Enter required fields (*) information.
2. Click on the **'Next'** button to save the record.

- **Note:** Clicking on the **'Reset'** button will clear the form before saving it.

User Info	Business	Individual(s)	Tax Info	Location	License Type	Payment	Review
Location(s) Information							
Address							
<input type="checkbox"/> I do not have a Virgin Islands address. I am applying for Board Certification License(s) only.							
Physical Address				Mailing Address <input checked="" type="checkbox"/> Same as Physical Address			
Select Address from dropdown or Enter new Address				Select Address from dropdown or Enter new Address			
458 Paradise Road,,Frederiksted,VI,00458,St. Thomas,US Virgin				--Select from here--			
Street1: 458 Paradise Road *				Street1: 458 Paradise Road *			
Street2:				Street2:			
City: Frederiksted *				City: Frederiksted *			
State: Virgin Islands (US) * Zip: 00458 *				State: Virgin Islands (US) * Zip: 00458 *			
Country: US Virgin Island *				Country: US Virgin Island *			
Do you own the premises? <input checked="" type="radio"/> Yes <input type="radio"/> No				Trade Name/DBA: Wheeler Enterprises			
Do you have employee(s) at this location <input checked="" type="radio"/> Yes <input type="radio"/> No							
Explain in detail the type of proposed business activity for which the license(s) (has/have) been requested.							
Importing and Exporting of goods from Central America.							
Reset				Next			

- **Note:** To go back to a previous tab, click on that tab.

3. To **edit** or **delete** a location information click the **location tab** and click on the **'Edit'** or **'Delete'** button.
4. Click on the **'Next'** button to save the record.

Location(s) Information			
Existing Location(s) List			
Address	Island	Edit Location	Delete Location
458 Paradise Road, Frederiksted, VI, 00458	St. Thomas	Edit	Delete

Edit Location: 458 Paradise Road, Frederiksted, VI, 00458

Address

☐ I do not have a Virgin Islands address. I am applying for Board Certification License(s) only.

Physical Address

Select Address from dropdown or Enter new Address

--Select from here--

Street1: 458 Paradise Road *

Street2: *

City: Frederiksted *

State: Virgin Islands (US) * Zip: 00458 *

Island: St. Thomas *

Country: US Virgin Island *

Mailing Address ☐ Same as Physical Address

Select Address from dropdown or Enter new Address

--Select from here--

Street1: 458 Paradise Road *

Street2: *

City: Frederiksted *

State: Virgin Islands (US) * Zip: 00458 *

Island: St. Thomas *

Country: US Virgin Island *

Do you own the premises? ☒ Yes ☐ No

Do you have employee(s) at this location ☒ Yes ☐ No Trade Name/DBA: Wheeler Enterprises

Explain in detail the type of proposed business activity for which the license(s) (has/have) been requested.

Public Accountant.

[Reset](#) [Next](#)

- **Note:** To go back to a previous tab, click on that tab.

License Type

1. Click on the **'Add'** button.
2. Select whether or not you are renewing an existing license.
3. Select an Issuing Authority License.

Government of the U.S. Virgin Islands
Department of Licensing and Consumer Affairs (DLCA)
"Serving Businesses and Assisting, Educating & Protecting Consumers"

Welcome Lizeth D Oliva [User Guide](#)

[User Info](#) [Business](#) [Individual\(s\)](#) [Tax Info](#) [Location](#) [License Type](#) [Payment](#) [Review](#)

License(s) Information

Existing License(s) List		
Address	Add License	License Type
458 Paradise Road, Frederiksted, VI, 00458 St. Thomas	Add	

Are you renewing an existing license? ☒ Yes ☐ No

Select an Issuing Authority and Type of Licenses for the location from the list below.

Issuing Authority

☐ Business License ☒ Board Certification

[Next](#)

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4. Select type of License(s). Click on the **'Save'** button:

Type of Licenses

<input type="checkbox"/> Architect	<input type="checkbox"/> Engineer (Industrial)	<input type="checkbox"/> Master Plumber
<input type="checkbox"/> Architect - Conditional	<input type="checkbox"/> Engineer (Chemical)	<input type="checkbox"/> Plumbing Contractor
<input type="checkbox"/> Architect - Temporary	<input type="checkbox"/> Engineer (Civil)	<input type="checkbox"/> Practical Engineer
<input type="checkbox"/> Architectural Engineering Services	<input type="checkbox"/> Engineer (Electrical)	<input type="checkbox"/> Provisional Real Estate Appraiser
<input type="checkbox"/> Barber Apprentice	<input type="checkbox"/> Engineer (Mechanical)	<input checked="" type="checkbox"/> Public Accountant
<input type="checkbox"/> Barber Shop-Initial Issuance	<input type="checkbox"/> Engineer - Conditional	<input type="checkbox"/> Real Estate - Change of Associate
<input type="checkbox"/> Barber Shop-Renewal	<input type="checkbox"/> Engineer - Temporary	<input type="checkbox"/> Real Estate - Change of Business Place
<input type="checkbox"/> Barber-Temporary	<input type="checkbox"/> Engineer - in - Training	<input type="checkbox"/> Real Estate Appraiser - Licensed
<input type="checkbox"/> Beautician Apprentice	<input type="checkbox"/> Esthetician-Temporary	<input type="checkbox"/> Real Estate Appraiser - Temporary
<input type="checkbox"/> Beautician-Temporary	<input type="checkbox"/> Esthetician	<input type="checkbox"/> Real Estate Broker
<input type="checkbox"/> Beauty Shop- Renewal	<input type="checkbox"/> Hair Braiding	<input type="checkbox"/> Real Estate Salesman
<input type="checkbox"/> Beauty Shop-Initial Issuance	<input type="checkbox"/> Land Surveyor - Conditional	<input type="checkbox"/> Real Estate Salesman - Temporary
<input type="checkbox"/> Cert. Gen. R.E. Appraiser	<input type="checkbox"/> Land Surveyor - Temporary	<input type="checkbox"/> Social Work Associate
<input type="checkbox"/> Cert. Res. R.E. Appraiser	<input type="checkbox"/> Landscape Architect	<input type="checkbox"/> Social Worker
<input type="checkbox"/> Certified Independent Social Worker	<input type="checkbox"/> Machine Shop	<input type="checkbox"/> Temp. Certified Ind. Social Worker
<input type="checkbox"/> Certified Public Accountant	<input type="checkbox"/> Manicurist	<input type="checkbox"/> Temp. Certified Social Worker
<input type="checkbox"/> Certified Social Worker	<input type="checkbox"/> Manicurist Apprentice	<input type="checkbox"/> Temp. Social Worker Associate
<input type="checkbox"/> Construction Contractor	<input type="checkbox"/> Manicurist Shop	<input type="checkbox"/> Temporary Hair Braiding Services
<input type="checkbox"/> Electrical Contractor	<input type="checkbox"/> Manicurist-Temporary	<input type="checkbox"/> Temporary Social Worker
<input type="checkbox"/> Engineer	<input type="checkbox"/> Master Electrician	

[Save](#) [Close](#)

5. Existing License(s) List screen will display.

6. Click on the **'Next'** button.

Government of the U.S. Virgin Islands
Department of Licensing and Consumer Affairs (DLCA)
"Serving Businesses and Assisting, Educating & Protecting Consumers"

Welcome Lizeth D Oliva [User Guide](#)

[User Info](#) [Business](#) [Individual\(s\)](#) [Tax Info](#) [Location](#) [License Type](#) [Payment](#) [Review](#)

License(s) Information

Existing License(s) List			
Address	Add License	License Type	Status
458 Paradise Road, Frederiksted, VI, 00458 St. Thomas	Add	Public Accountant	INCOMPLETE Delete

[Next](#)

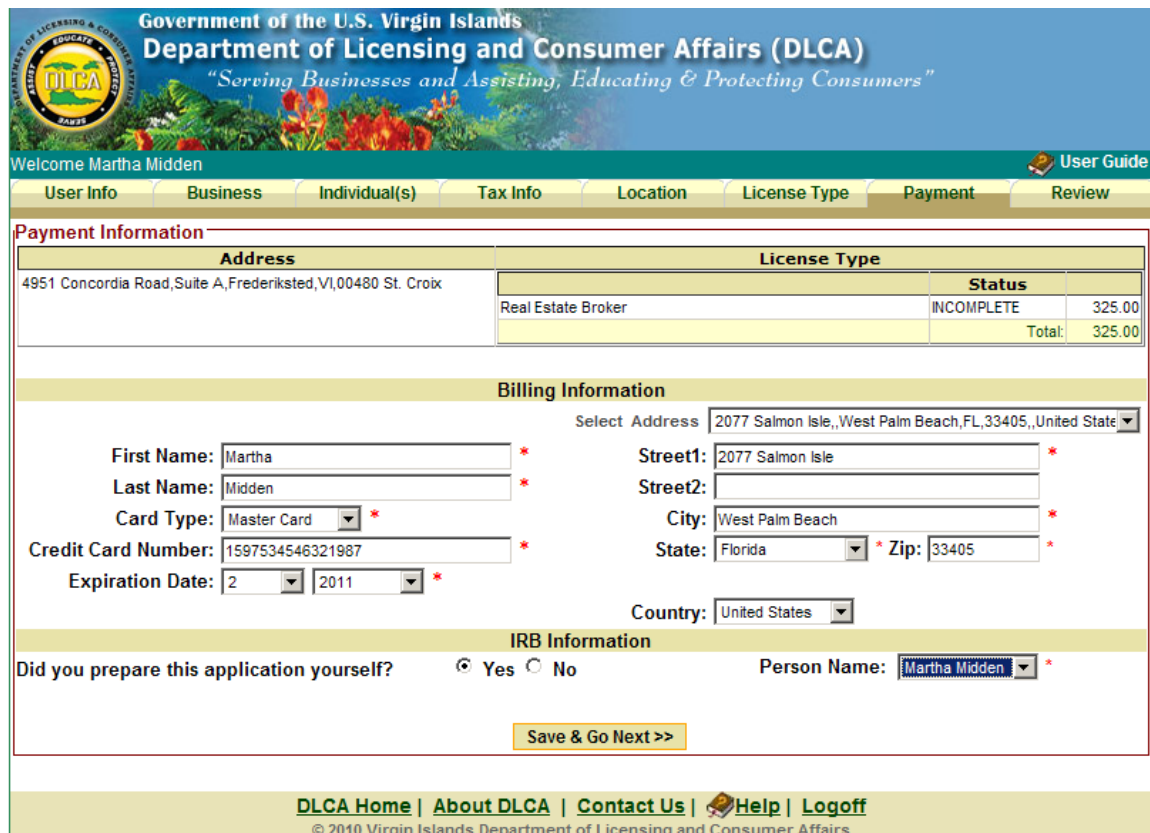
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- **Notes:**

- If the wrong license was selected, click on the **'Delete'** button to remove the license.
- To go back to a previous tab, click on that tab.

Payment Tab

1. Enter Billing Information.
2. Select whether or not you prepared the application.
3. Click on the **'Save & Go Next'** button.



The screenshot shows the 'Payment Tab' of the DLCA (Department of Licensing and Consumer Affairs) website for the Government of the U.S. Virgin Islands. The header includes the DLCA logo and the tagline 'Serving Businesses and Assisting, Educating & Protecting Consumers'. A navigation bar at the top contains tabs for User Info, Business, Individual(s), Tax Info, Location, License Type, Payment (selected), and Review. The 'Payment Information' section displays the user's address (4951 Concordia Road, Suite A, Frederiksted, VI, 00480 St. Croix) and a table for License Type and Status. The table shows a Real Estate Broker license with an INCOMPLETE status and a fee of 325.00. The 'Billing Information' section contains fields for First Name (Martha), Last Name (Midden), Card Type (Master Card), Credit Card Number (1597534546321987), Expiration Date (2/2011), Street1 (2077 Salmon Isle), Street2, City (West Palm Beach), State (Florida), Zip (33405), and Country (United States). The 'IRB Information' section asks if the user prepared the application themselves (Yes/No) and shows the Person Name (Martha Midden). A 'Save & Go Next >>' button is located at the bottom of the form. The footer includes links to DLCA Home, About DLCA, Contact Us, Help, and Logoff, along with a copyright notice for 2010.

Government of the U.S. Virgin Islands
Department of Licensing and Consumer Affairs (DLCA)
"Serving Businesses and Assisting, Educating & Protecting Consumers"

Welcome Martha Midden [User Guide](#)

User Info Business Individual(s) Tax Info Location License Type **Payment** Review

Payment Information

Address	License Type	Status	
4951 Concordia Road, Suite A, Frederiksted, VI, 00480 St. Croix	Real Estate Broker	INCOMPLETE	325.00
			Total:

Billing Information

Select Address: 2077 Salmon Isle, West Palm Beach, FL, 33405, United States

First Name: Martha *
Last Name: Midden *
Card Type: Master Card *
Credit Card Number: 1597534546321987 *
Expiration Date: 2 / 2011 *
Street1: 2077 Salmon Isle *
Street2: *
City: West Palm Beach *
State: Florida * Zip: 33405 *
Country: United States

IRB Information

Did you prepare this application yourself? ☒ Yes ☐ No Person Name: Martha Midden *

[Save & Go Next >>](#)

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5. Click the **'Save & Go Next'** button.

- **Note:** To go back to a previous tab, click on that tab.

Review Tab

This page will allow you to review and modify your license application before being submitted for approval.

1. Click on the **'Print Application'** button for a copy of the application or click on the **'Submit Application'** button:

User Info	Business	Individual(s)	Tax Info	Location	License Type	Payment	Review																								
Control #: 375																															
Modify Business																															
Business Information																															
<table><tr><td colspan="4">Business Information</td></tr><tr><td>Organization Type:</td><td>Corporation</td><td>Contact First Name:</td><td>Martha</td></tr><tr><td>Business Name:</td><td>L & A Imports</td><td>Last Name:</td><td>Midden</td></tr><tr><td>Business Phone:</td><td>(555) 547-5300</td><td>Phone #:</td><td>(555) 547-5300</td></tr><tr><td>Business EIN:</td><td>xxx-xx-3963</td><td>Email:</td><td>marthamidden@yahoo.com</td></tr><tr><td></td><td></td><td>Fax:</td><td>(555) 547-5000</td></tr></table>								Business Information				Organization Type:	Corporation	Contact First Name:	Martha	Business Name:	L & A Imports	Last Name:	Midden	Business Phone:	(555) 547-5300	Phone #:	(555) 547-5300	Business EIN:	xxx-xx-3963	Email:	marthamidden@yahoo.com			Fax:	(555) 547-5000
Business Information																															
Organization Type:	Corporation	Contact First Name:	Martha																												
Business Name:	L & A Imports	Last Name:	Midden																												
Business Phone:	(555) 547-5300	Phone #:	(555) 547-5300																												
Business EIN:	xxx-xx-3963	Email:	marthamidden@yahoo.com																												
		Fax:	(555) 547-5000																												
DBA Information																															
DBA Name Wheeler Enterprises																															
Address																															
<input type="checkbox"/> I do not have a Virgin Islands address. I am applying for Board Certification License(s) only.																															
Business Address				Mailing Address <input type="checkbox"/> Same as Business Address																											
Select Address from dropdown or Enter new Address				Select Address from dropdown or Enter new Address																											
--Select from here--				--Select from here--																											
Street1: 458 Paradise Road *				Street1: 458 Paradise Road																											
Street2: *				Street2: *																											
City: Frederiksted *				City: Frederiksted																											
State: Virgin Islands (US) * Zip: 00458 *				State: Virgin Islands (US) Zip: 00458																											
Island: St. Thomas *				Island: St. Thomas *																											
Country: US Virgin Island *				Country: US Virgin Island																											

List	
Name	Date of Birth
Martha Midden	10/09/1969

Existing Location(s) List	
Address	Island
458 Paradise Road, Frederiksted, VI, 00458	St. Thomas

Existing License(s) List		
Address	License Type	Status
458 Paradise Road, Frederiksted, VI, 00458 St. Thomas	Public Accountant	INCOMPLETE

Payment Information

Address	License Type		Status	
458 Paradise Road, Frederiksted, VI, 00458 St. Thomas	Public Accountant	INCOMPLETE	156.00	
		Total:	156.00	

Billing Information

Select Address:

First Name: Martha
 Last Name: Midden
 Card Type:
 Credit Card Number: xxxx-xxxx-xxxx-1591
 Expiration Date:
 Street1: 2077 Salmon Isle
 Street2:
 City: West Palm Beach
 State: Zip: 33405
 Country:

BIR Information

First Name: Martha
 Last Name: Midden
 Relationship: President

Disclaimer

By completing and submitting this application, applicant acknowledges that all information provided for, or on behalf of all applicants listed is true and correct. (To the best of applicants knowledge) . Also any intentional discrepancy can result in denial and/or revocation of U.S. Virgin Islands Business License. Further it is acknowledged that the act of submitting this form authorizes the USVI DLCA Division of Licensing to query any and all V.I. Government Agencies on applicants' behalf, in order to establish compliance for licensure.

[Print Application](#) [Submit Application](#)

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2. A confirmation message will display once the application is submitted:

Government of the U.S. Virgin Islands
Department of Licensing and Consumer Affairs (DLCA)
"Serving Businesses and Assisting, Educating & Protecting Consumers"

Welcome Lizeth D Oliva [User Guide](#)

Thank you for submitting your Business License Application online.
 Your Application Number (Control #) is 375. Please refer to this number for future correspondence.

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Associate Existing Business

1. Click on 'Associate Existing Business.'

Note: If you are an agent, this page will allow you to maintain your client(s) existing business.



Government of the U.S. Virgin Islands
Department of Licensing and Consumer Affairs (DLCA)
"Serving Businesses and Assisting, Educating & Protecting Consumers"

Welcome Martha Midden

User Guide

What Would You Like To Do?

[Change Your Password](#)
[Apply for New License](#)

[Update User Registration Information](#)
[Associate Existing Business](#)

Your License Application History

Incomplete Applications
These are Online Applications that have not been submitted yet.

Submitted Applications
These are all submitted Online Applications.

Business Name		Control#
Midden Enterprises	Edit Contact	345 View

Existing Licenses
These are all approved Online Applications.

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2. The following screen will display:

The screenshot shows the 'Associate Existing Business' form on the DLCA website. The header includes the DLCA logo and the text 'Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA)'. Below the header, a green bar displays 'Welcome Martha Midden' and a 'User Guide' link. The form itself has a yellow header with the title 'Associate Existing Business'. It contains four input fields: 'Organization Type' (a dropdown menu), 'Business EIN or SSN', 'Confirm New Business EIN or SSN', and 'Passcode'. Each field has a red asterisk indicating a required field. To the right of the EIN/SSN fields is the text '(xxxxxxxx - No dash)'. Below the fields is a blue link: 'Do not have passcode or forgot passcode?'. A note states: 'Note: Enter SSN for Sole Proprietorship. EIN is Employer Identification Number. Also known as Federal Tax Identification Number.' At the bottom of the form are two buttons: 'Back to My Profile Page' and 'Go Next'. The footer contains links for 'DLCA Home', 'About DLCA', 'Contact Us', 'Help', and 'Logoff', along with the copyright notice '© 2010 Virgin Islands Department of Licensing and Consumer Affairs'.

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Welcome Martha Midden [User Guide](#)

Associate Existing Business

Organization Type: *

Business EIN or SSN: * (xxxxxxxx - No dash)

Confirm New Business EIN or SSN: * (xxxxxxxx - No dash)

Passcode: *

[Do not have passcode or forgot passcode?](#)

Note: Enter SSN for Sole Proprietorship.
EIN is Employer Identification Number. Also known as Federal Tax Identification Number.

[Back to My Profile Page](#) [Go Next](#)

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3. Select Organization Type from the drop down list.
4. Enter EIN or Social Security Number.
5. Confirm EIN or Social Security Number.
6. Enter Passcode.
7. Click on the '**Go Next**' button.
8. Make the necessary changes to the existing business.

Forgot Passcode

1. Select Organization Type from the drop down list.
2. Enter EIN or Social Security Number.
3. Confirm EIN or Social Security Number.
4. Click on '***Do not have passcode or forgot passcode.***'

The screenshot shows the 'Associate Existing Business' form on the DLCA website. The header includes the DLCA logo and the text 'Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA)'. Below the header, it says 'Welcome Martha Midden' and 'User Guide'. The form fields are: 'Organization Type' (a dropdown menu), 'Business EIN or SSN' (a text box), 'Confirm New Business EIN or SSN' (a text box), and 'Passcode' (a text box). Each field has a red asterisk indicating it is required. To the right of the SSN fields, there is a note: '(xxxxxxxx - No dash)'. Below the fields, there is a link: 'Do not have passcode or forgot passcode?'. A note below the link says: 'Note: Enter SSN for Sole Proprietorship. EIN is Employer Identification Number. Also known as Federal Tax Identification Number.' At the bottom of the form, there are two buttons: 'Back to My Profile Page' and 'Go Next'. The footer includes links: 'DLCA Home | About DLCA | Contact Us | Help | Logoff' and the copyright notice: '© 2010 Virgin Islands Department of Licensing and Consumer Affairs'.

5. The following screen will display:

The screenshot shows the 'Forgot your Passcode?' form on the DLCA website. The header includes the DLCA logo and the text 'Government of the U.S. Virgin Islands Department of Licensing and Consumer Affairs (DLCA)'. Below the header, it says 'Welcome Lizeth D Oliva' and 'User Guide'. The form has a title: 'Forgot your Passcode? Fill in the information below to have your passcode sent to your registered email address.' The form fields are: 'Business Name' (a text box with the value 'L & A Imports') and 'How many Officers were reported on this Business?' (a text box). Below the fields, there is a button: 'Retrieve Passcode'. The footer includes links: 'DLCA Home | About DLCA | Contact Us | Help | Logoff' and the copyright notice: '© 2010 Virgin Islands Department of Licensing and Consumer Affairs'.

6. Enter the number of Officers for the business and press **[Enter]**.
7. Enter the Officer(s) Name and Social Security Number(s).
8. The following screen will display:

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Department of Licensing and Consumer Affairs (DLCA)
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Welcome Lizeth D Oliva [User Guide](#)

Forgot your Passcode? Fill in the information below to have your passcode sent to your registered email address.

Business Name: **L & A Imports**
How many Officers were reported on this Business? press [ENTER].

Officer(s) Name	Social Security No.
<input type="text"/>	<input type="text"/>

[Retrieve Passcode](#)

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9. Click on the **'Retrieve Passcode'** button.
10. A confirmation message will display:

Government of the U.S. Virgin Islands
Department of Licensing and Consumer Affairs (DLCA)
"Serving Businesses and Assisting, Educating & Protecting Consumers"

Welcome Lizeth D Oliva [User Guide](#)

Forgot your Passcode? Fill in the information below to have your passcode sent to your registered email address.

Business Name: **L & A Imports**
How many Officers were reported on this Business? press [ENTER].

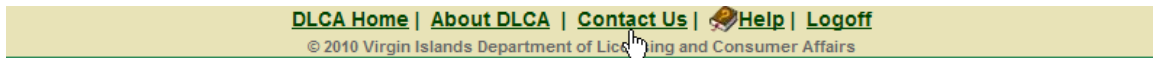
[Retrieve Passcode](#)

An email was sent containing your passcode. Please store your passcode in a safe place.

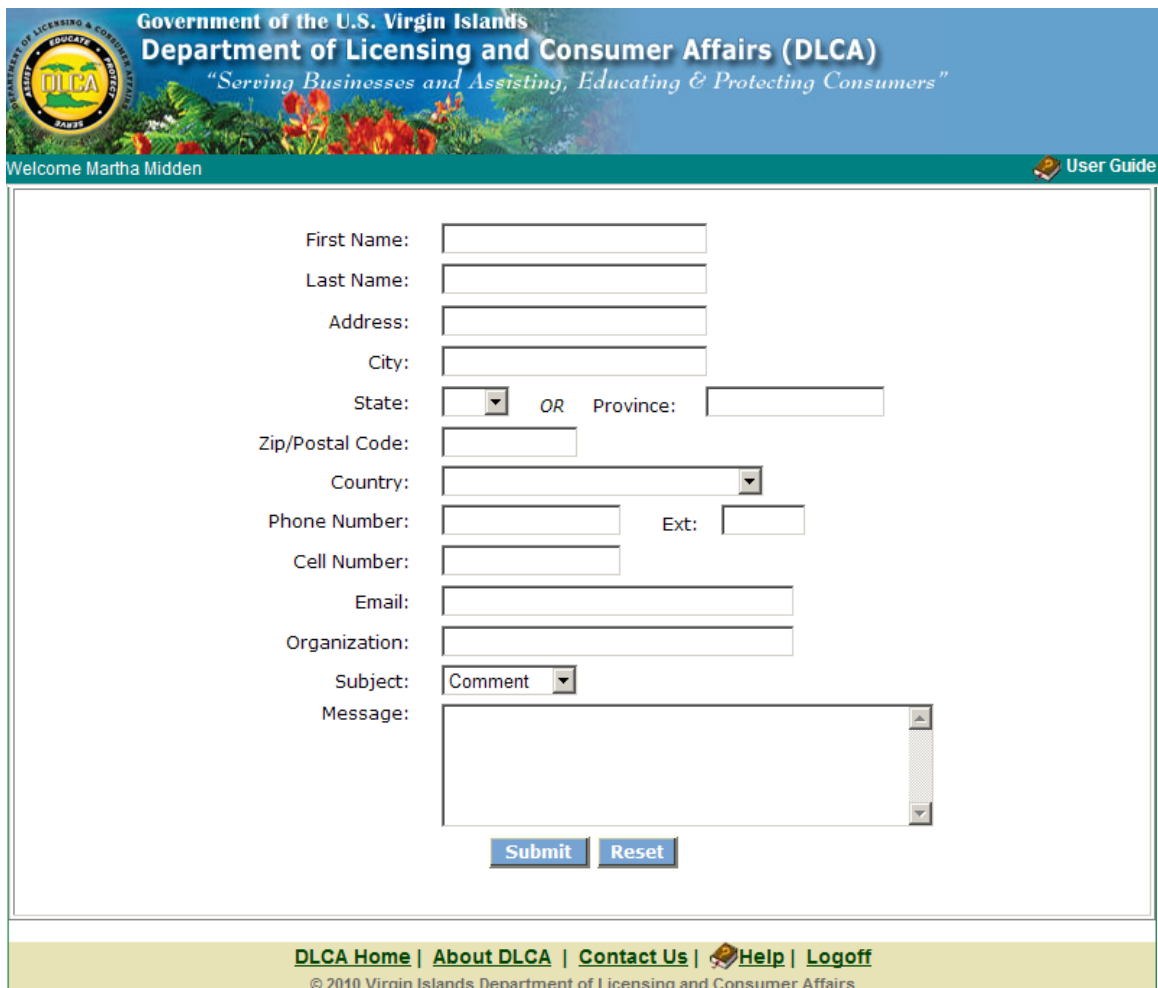
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Contact Us

1. For any questions, comments, or suggestions, click the '**Contact Us**' link.



The following form will display:



2. Click on the '**Submit**' or '**Reset**' button.